

# Notice of Organizational Meeting of the Jefferson County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Jefferson County Agricultural Extension Council will be held at 6:30 p.m. on the 2<sup>nd</sup> day of January, 2020 at Jefferson County Extension Office in Fairfield, Iowa.

It is important that all members attend this meeting.

\*APCMA: All Present Council Members Approved

- I. Call the meeting to order and roll call – Stephen Burgmeier
  - a. Present: Steve Burgmeier, Eric Miller, Shelly Moothart, Susie Drish, Laurie Bennett, John Peck, Christine Engwall, Barbara Kistler
  - b. Absent: Cory Klehm
  - c. Also Present: Ashtin Walker, Clint Mercer, Sue Henderson
- II. Approval of Agenda – Stephen Burgmeier: APCMA
- III. Secretary's Report – Barbara Kistler
  - a. Approval of minutes from November 7, 2019 & November 26, 2019
    1. Motion by Kistler to approve minutes. APCMA

## IV. **Organizational meeting**

- a. Election of extension council officers
  - a. Chair:
    - i. Nomination by Kistler for Burgmeier: APCMA. Burgmeier continues as Chair
  - b. Vice-Chair:
    - i. Nomination by Peck for Engwall: APCMA. Engwall continues as Vice chair
  - c. Treasurer: Nominations by the following:
    - i. Nomination by Engwall for Miller. Votes for Miller: Kistler, Engwall, Peck, Moothart, Drish
    - ii. Nomination by Bennett for Drish: Bennett, Burgmeier, Miller

Eric Miller is elected Treasurer, 5-3

- d. Secretary:
  - i. Motion by Bennett for Kistler: APCMA. Kistler continues as Secretary
- b. Regular council meetings date and time:

- a. Motion by Miller: First Thursday at every month: 6:30 CST; 7:30 DST; Kistler voted Nay. All others voted Aye. Motion carried
- b.
- c. Committee assignments: Appointed as noted
  - a. Programming: Engwall, Kistler, Klehm
  - b. Fiscal: Miller, Burgmeier, Peck
  - c. Personnel: Drish, Moothart, Bennett
  
- d. Appointments to other boards and committees: APCMA  
MOU: Peck and Engwall volunteer to continue  
FairBoard: Peck volunteered to continue  
  
Strategic Planning: Moothart & Bennett are appointed  
  
Youth Committee: Miller is appointed  
  
Advisory committee: Drish and Peck are appointed
- e. Official newspapers:
  - a. Motion by Kistler to appoint SE Iowa Union and the Richland Clarion Plainsman as the official newspapers. APCMA
- f. Fiscal procedures
  - Depository: Motion by Peck to continue First National Bank and Iowa State Bank, with all receipts deposited in said bank. Maximum of \$250,000.00 to be on deposit. APCMA
  - Authorization for signing checks and electronically transferring funds: Motion by to authorize Eric Miller and Susie Drish to sign checks and EFT. APCMA**
  - Bonding of treasurer and staff: Motion by Bennett to continue with group surety bond purchased through LaMair-Mulock-Condon (LMC) and Cincinnati Specialty Underwriters providing \$20,000 bond for Treasurers as required by state statutes and a \$250K Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to the county auditor. APCMA
  - Others as appropriate:

- g. Approval of policies, meeting requirement, meeting conduct, ~~volunteers~~, and financial reports: Motion by Burgmeier to approve the following policies as one motion: Adopting Roberts Rules of Order; and the following financial reports provided to each meeting: Balance Sheet, Detailed Revenue & Expense Report, Bank reconciliations, and Voucher Report. APCMA

## V. Regular monthly meeting

- a. Treasurer's Report – Susie Drish for this meeting
- a. Approval of checks #12594 to #12764 and EFT of \$3,117.29. Motion by Miller to approve this report. APCMA
  - b. Review of November and December financial reports

b. Reports:

- a. Staff and program specialists – highlights only
- b. Extension Council Committees
  - i. Personnel – Susie, Eric and Shelly
  - ii. Fiscal- Laurie, Stephen, and John
  - iii. Programming- Barb, Christine and Cory: Scholarship Workshop and CPR training coming up
  - iv. Strategic Planning - John Peck and Christine Engwall: n/a

- Regional and Iowa Extension Council Association- Sue. Day on the Hill if Feb 19; March 28 is ISUEO Conference.

4-H and Youth Committee: no representative present

- Fair board – John Peck

c. Old Business

- a. Consideration of Shooting Sports: tabled
- b. Consideration of Structured for Success model: Henderson presented the upcoming changes. Kistler moved to approve Model One. APCMA

d. New Business

- a) Consideration of FY 21 budget (not posted, may have changes): Motion to propose FY 21 budget as amended by Miller. APCMA
- b) Consideration of 4-H Foundation: Motion by Bennett to communicate with Foundation Board to set up meeting with 3 committee chairs and members of the Board. APCMA
- c) Consideration of approval of volunteers: n/a

- d) Consideration of funds left from The Mindset 4-H Club: Motion by Burgmeier for funds to be disbursed to Youth Programming with special emphasis to Lego program. APCMA
- e) Consideration of hiring additional help for after school enrichment program: Motion by Kistler to hire Gretchen Jentz at \$11/hr asap. APCMA
- f) Consideration of hiring Tom Bevins to clean office until Julie Horton says she is returning: Motion by Bennett to dispense with cleaning services at this time and depend on staff to clean the office. Engwall amended motion to revisit this issue May 2020. Motion will read the staff will clean the office at this time and consideration will be revisited at May 2020 meeting. APCMA
- g) Consideration of Summer Assistant job description: Motion to approve job description by Engwall. APCMA
- h) Consideration of Professional Development: Motion by Kistler to approve these programs be attended by designated staff (Mindful Teens, 2020 4H Camping Conference, Produce Safety Training) APCMA

8. Open Forum for Public Comments

9. Next meeting date is Thursday, February 6, 2020 @ **6:30 PM** with the following agenda items:

10. Adjourn by Peck at 8:41pm

Respectfully submitted